

PROGRAM FOR APPLICATION OF IBM METHODS

The status of the program for applying the punched card method to the Agency's intelligence, administrative record keeping and operational problems is outlined briefly below.

I. Applications in Effect and Maintained on a Current Basis

A. Intelligence

1. Document Index (Intellofax System)
2. Index of Photographs
3. Index of Film
4.
5. HIS Gazetteer of Place Names
6. Biographic Index
7. Industrial Index
8. Contact Index
9. Special Research File

Note: Above files can be used to provide statistical and special study data as well as for finding and indexing purposes.

~~II~~ ^B Administrative Record Keeping

- ~~1~~ 1. Personnel Accounting and Statistical Records (V and UV)
2. Personnel Qualification Records (V)
3. Military Service and Draft Status Records (V and UV)
4. Applicant Qualifications File
5. Table of Organization - Control and Preparation

6. Personnel Strength Reports (V and IAC Personnel)
7. Physical Inventory of Warehouse Items (Covert Only to Date)
8. Stock Record Accounting (SSS - Acct. #4)
9. Position Control (OCD)
10. Book Catalogue (CIA Library)
11. Book and Subscription Accounting Record (CIA Library)
12. Machine Usage Report (Punched Card Equipment)

B. Operational

1. Communications Operational File

II
III.

Applications in Process of Development and Installation

A. Intelligence

1. OSO Registry and Related Requirements (Target Date Open)
2. Index of Scientific and Technical Data
3. Requirements (Target Date: 15 December 1950)

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B. Administrative Record Keeping

1. Combined Vouchered and Unvouchered Personnel Strength Report (Target Date: 1 November 1950) *accomplished*
2. Revision of Personnel Qualifications Record (V and UV) (~~15 November 1950~~) *15 Jan 1951*
3. CIA Position Control - For use of Budget, Personnel, and Special Support Staffs and Office Administrative Officers (~~15 November 1950~~). *1 Jan 1951*
4. Payroll and Payroll Accounting - For Special Support Staff and to be extended for all of CIA (1 December for Special Support Staff; 1 April for balance of Agency).
5. Payroll Audit and Expense Accounting (Concurrent with Above)
6. Stock Records - Extension of established procedure to include Account No. 1 and all other CIA stock accounts. (~~Target Date Open~~) *Physical Inventory 1 Jan 1951 Acct #1 Account #3 in process 2-2-51*
7. Change of Status Reports (~~15 November 1950~~) *1 Jan*

~~III~~
~~IV~~

Problems Scheduled for Study

A. Intelligence

1. Consolidation of all indexes to permit complete and comprehensive fulfillment of requests.
2. Application of new IBM methods to SRC files.

B. Administrative Record Keeping

1. Plant and Equipment Accounting Records -- *Cost #3 in process of study*
2. Budget Accounting
3. Reproduction Costs

C. Operational

1. Extension of Communications Operational File.

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